

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED TOP SECRET b. LEVEL OF SAFEGUARDING REQUIRED NONE	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)	
a. PRIME CONTRACT NUMBER		X		a. ORIGINAL (Complete date in all cases) DATE (YYMMDD) 98 10 01	
b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)		Revision No. DATE (YYMMDD)	
X c. SOLICITATION OR OTHER NUMBER		DUE DATE (YYMMDD) 98 07 01		c. FINAL (Complete item 5 in all cases) DATE (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If yes, complete the following: In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DEFENSE INVESTIGATIVE SERVICE DIRECTOR OF INDUSTRIAL SECURITY 2641 EISENHOWER AVE ALEXANDRIA, VIRGINIA 22331-1000	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Security and administrative support services for the Agency to include Visitor Control, Alarm monitoring and response, internal building security, etc.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES NO		11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION:		<input type="checkbox"/> YES <input type="checkbox"/> NO		e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		h. REQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		i. HAVE TEMPEST REQUIREMENTS	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		l. OTHER (Specify)	
k. OTHER (Specify) ADP SENSITIVITY DETERMINATION ADP II		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		N/A	

12. PUBLIC RELEASEAny information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct

☐ Through (*Specify*):

PUBLIC RELEASE NOT AUTHORIZED

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) * for review.

* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE.The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (*Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.*)

a. Item 8.a. Performance under this contract will be conducted at several DISA locations in the Washington DC metropolitan area. The user will furnish complete classification guidance for the services to be performed. DIS will not be responsible for any inspections. Inspections will be conducted by DISA Security Division.

b. Item 10.e.,10.j.,11.a.,11.b,11.e. Access will be limited to DISA facilities in the Washington DC metropolitan area. No direct access to SCI, however some escorting in SCIFs will be required.

c. Item 10.j. For Official Use Only (FOUO) is not a classification, however, information marked FOUO is unclassified, sensitive information that requires protection. FOUO information shall be stored in a locked cabinet when not in use.

d. Item 10.k. DoD 5200.1-R, DoD Personnel Security Program, requires DoD military and civilian personnel, as well as DoD consultant and contractor personnel, who perform work on sensitive automated information systems (ISs), to be assigned to positions which are designated at one of two sensitivity levels (ADP-I or ADP-II). These designations equate to Critical Sensitive, Non-Critical Sensitive. The contractor shall assure that individuals assigned to these positions, have completed and submitted for adjudication, the appropriate forms.

e. 11.a, 11b, 11e. Contract is for performance of security services. Cleared personnel are required for this service. Access to classified information will only occur only when the contractor is required to secure documents that have been found unattended or unsecure, and will return the documents to Government control as soon as possible.

14. ADDITIONAL SECURITY REQUIREMENTS.Requirements, in addition to ISM requirements, are established for this contract. (*If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.*)

☐ YES ☒ NO

15. INSPECTIONSElements of this contract are outside the inspection responsibility of the cognizant security office. (*If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.*)

☐ YES ☒ NO

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (*Include Area Code*)

d. ADDRESS (*Include Zip Code*)

17. REQUIRED DISTRIBUTION

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a. CONTRACTOR

☐

b. SUBCONTRACTOR

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c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

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d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

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e. ADMINISTRATIVE CONTRACTING OFFICER

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f. OTHERS AS NECESSARY

e. SIGNATURE